

BAR LANE
OLD BASFORD
NOTTINGHAM
NG6 0HT

PRINCIPAL: GEMMA JOHNSON
EXECUTIVE PRINCIPAL: CHRIS KEEN

T +44 (0)115 913 1338
E enquiries@ellisguilfordschool.org.uk
www.ellisguilfordschool.org.uk



**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Wednesday, 4th September 2024

Dear Parent/Carer,

EGS Planner and Equipment

I am pleased to announce that this academic year, our children will be the proud owners of our very own Ellis Guilford School Student Planner.

Designed to allow children to organise their time and studies, the EGS Planner will enable children to record their homework, and other important information.

There will be an expectation that children will get their planners signed every week by you, their Parent/Carer. This is an ideal opportunity for you to review the homework that they have recorded, and to discuss this with them. They may need some additional support or want to tell you something exciting that they have been learning about!

Your child's form tutor will also sign the planner on a weekly basis.

There is an area within the planner for you to be able to write notes to their Form Tutor, or another member of staff. This will aid Home-School communication. Please ensure however, that any notes do not include confidential information.

Children must have their planner on them every day; it will be referred to in every lesson. Academic success is extremely important, and as such, we must teach our children to take ownership and responsibility for it.

The planner is part of our expected equipment. Children will receive House Points towards the success of their House, if they ensure their planner is signed every week.

If children do not bring their planner, they will receive a detention at the end of the day.

Although we encourage our children to use the toilet facilities before school, during break time, lunch time and after school, there is a space within the planner for their teacher to sign if they do, on the rare occasion, need to use the facilities during lesson time.

This week, as part of our first Inter-House Competition, children are required to sign an ICT Acceptable Use agreement and a Home-School Agreement within their planner. There is a space for parents to sign this too. We would appreciate your support in ensuring this is signed before Friday. The winning House will be the one who has the most agreements signed!



Thank you as always, for your continued support.

Kindest regards,

A handwritten signature in grey ink, appearing to read 'G Johnson'.

Mrs Johnson
Principal